

**CITY OF SEAT PLEASANT
CITY COUNCIL
REGULAR WORK SESSION MEETING MINUTES
MONDAY, JANUARY 7, 2008**

Council President Simms called the meeting to order at 7:03p.m.

Present: Councilmember Johnnie L. Higgs, Sr., Councilmember Charl Jones, Councilmember John Morris, Councilmember Kelly Porter, Councilmember Brian K. Shivers, Councilmember Elenora Simms, Councilmember Reveral Yeargin (Late)

Excused: Mayor Eugene Grant

Staff: Sandra A. Yates, Acting City Administrator; Robert Ashton, Treasurer; Dashaun Lanham, Acting City Clerk

The invocation was given by Councilmember Higgs

It was motioned by Councilmember Jones and seconded by Councilmember Higgs to approve the agenda. The motion carried.

PRESENTATIONS:

Young Men Enlightening Younger Men Vice President Donte' Butler and Sabrina Brown, Secretary presented the concept of the organization to the City Council. They requested to use the Feggans Center gratis to hold their meeting on January 12, 2008 at 9:00a.m. It was motioned by Councilmember Porter and seconded by Councilmember Jones to allow the YMEYM to meet in the Feggans Center with Sandra Yates opening and closing the facility. The motion carried and unanimously approved by the City Council. The City Council requested complimentary T-Shirts.

Ms. Yates presented and explained to the City Council the annexation process.

REPORTS

Ms. Yates provided the City Council with a copy of the monthly report.

- The City of Seat Pleasant Application for Employment has been updated
- City is now a member of the Society for Human Resources Management. SHRM provides advice and resources on personnel laws and regulations.

- A new hire package and procedure is being developed including standardized procedures and forms that comply with federal, state and city law. All employees will be required to complete the forms to bring personnel files into legal compliance. Target date for completion: February 1, 2008.
- ID Card systems are being evaluated for purchase to comply with the City's Personnel Rules and Regulations. Target date for completion: January 21, 2008.
- A comprehensive review of 2007 Feggans Center events has been completed. All entities that have previously used the Center at no charge will be contacted to present a list of dates to the Council for approval.
- Crystal Room contract has been updated and will be forwarded to City Attorney for final legal review. A rental policy is also being developed to ensure that events are not booked until initial payment is received. For the time being, all gratis events must have a contract signed by the City Administrator.
- Leases for Feggans Center tenants have been prepared for Council review and approval. Effective date: February 1, 2008.
- Roofing specialists are currently evaluating the Feggans Center roof. Recommend that the City hire a certified roofing engineer to evaluate the proposals.
- Next project is general contractors to submit proposals to repair restrooms and general improvements.
- Overtime for Feggans Center events has been curtailed significantly. Additional recommendation to Council are forthcoming.
- The City is collaborating with the DC Department of Employment Services to place a Project Empowerment graduate on City staff as a full-time Code Enforcement assistant. Salary and benefits are paid in-full by DOES. The City will provide real-time office training.
- The collection of 2007 business and rental license fees has ended. Violation notices are being prepared for delinquent businesses. We are at more than 80% compliance.
- The City Attorney Sussman will attend a January 2008 court hearing with the Code Enforcement officer to observe court proceedings and make recommendations to improve results.
- The City Attorney will draft legislation to adopt the 2006 International Property Maintenance Code.
- Candidates for after-school program coordinator are being scheduled and should take place next week.
- Review of the LGIT report on after-school facilities has been completed.
- Economic Development Project Manager candidates will do presentations to the City Council on Tuesday, January 22nd and Thursday, January 24th.

- Ashton and Sanders are working with companies to provide additional appraisal proposals requested by the City Council. Documents had to be located and forwarded.
- All community legacy grant reports are current.
- Internal Audit – Auditor has requested a meeting with the Finance Committee to review terms of services.
- External Audit – the document review has been completed. Follow-up is being scheduled with the Treasurer to finalize the report to the City Council.
- Treasurer is drafting an ordinance to re-allocate funds for line items that are almost depleted.
- Treasurer is preparing mid-year budget status in preparation for budget sessions with staff.
- Ms. Dickerson resigned her employment with the City effective January 3, 2008.
- Amendment request to the CDBG FY33 grant has been approved by the County. The remaining funds will be used to repair sidewalks and install speed humps. Initial meeting with engineer will take place on Friday, January 11th.
- Yates has initiated discussions with James Booth, Capitol Heights Town Administrator, to evaluate a collaborative effort to hire a Public Works Director.
- The amendment application for the Chesapeake Trails grant has been prepared to re-allocate funds to make repairs to the leaf machine.
- Preparing a proposal to move fleet maintenance for all City vehicles to Public Works.
- A draft Reserve Officer Program has been prepared; however, instituting the program will require legislative review and changes to the existing code.
- The Department has identified five vehicles for replacement; Treasurer is evaluating funding sources. In addition, five vehicles are being identified for repair.

City Council Committee did not have any reports for the month of January.

UNFINISHED BUSINESS

Larouche Campaign-Councilmember Simms stated that the City Council discussed this in the business meeting. It was the consensus of the Council to not support the Larouche Campaign.

NEW BUSINESS

Seat Pleasant Day Vendor Fees

The City Council stated that they wanted the rates to be affordable. It was requested for the item to be discussed in the February Regular Work Session.

G.S. Proctor & Associates-Review Contract

Ms. Yates stated that a copy of the contract was provided to the City Council for them to review.

Councilwoman Simms requested the City Council for discussion at the February Regular Work Session.

City Council Business Meeting

Councilwoman Simms wanted to know if the City Council wanted to continue to meet for the Business Meeting.

Councilmember Higgs stated that he felt the Business Meeting allowed the City Council to review and discuss items before the Regular Work Session and Public Session.

It was the consensus of the Council to continue the monthly Business Meeting.

ANNOUNCEMENTS

Ward III & Ward IV Meeting, Friday, January 18, 2008 Seat Pleasant City Hall-Council Chambers from 6:00p.m.-8:00p.m.

ADJOURN

It was motioned by Councilmember Higgs and seconded by Councilmember Morris to adjourned the meeting. The motioned carried and the meeting was adjourned at 9:46p.m.

Submitted,



Dashaun Lanham
Acting City Clerk